



# CIVIL LAW TIDBITS

*A Monthly Info Sheet*

*One Page  
One Topic*

374 AW/JAC

JANUARY 1997

## Civil Law

### What do we do?

An easy definition: If it's not Military Justice or Claims, it's handled by Civil Law.

JOB #1: Administrative Discharges

Other Responsibilities:

Barments/Warning Letters  
Suspension/Revocation of AAFES or  
Commissary Privileges  
Front Desk Duties - Powers of  
Attorney and Notaries  
Legal Assistance  
Preventive Law  
Labor Law  
Legal Reviews of:  
FOIA/Privacy Act requests  
EOT Complaints  
Demotions  
Security Incidents/Violations  
Commercial Sponsorships  
Suspensions/Revocations of  
Driving Privileges  
Line of Duty Determinations  
Private Organization Activities  
"Cats & Dogs" (Is it legal?)

### CIVIL LAW STAFF

**Duty Phone: 225-8423/8118**

Lt Col William F. Phillips SJA

Capt Natonne Kemp	OIC
Capt Michelle Yeske	Assistant OIC
SSgt Carmalla Coley	NCOIC
SrA Heidi Goodbar	Paralegal
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## THE YOKOTA TAX ASSISTANCE PROGRAM

### 1. What is the Tax Assistance Program?

The Base Legal Office offers this program every tax season. It is designed to help the Yokota community fill out and file its tax forms. We ask for volunteers to staff the Tax Office during the season to assist taxpayers. Also, each unit appoints Unit Tax Advisors ((UTA) to assist the unit members. In order to better help the taxpayer, the UTAs and volunteers participate in a two-day tax training session. These UTAs set up times when members of their unit can come to them for help. Furthermore, we've made a good program better by making Electronic Tax Filing (ELF) available.

### 2. What is ELF?

This facet of our Tax Program allows members to electronically file their federal income tax forms. The advantage to this is it eliminates the U.S. Postal Service and the lengthy mail time. Also, if the member chooses to have his refund directly deposited in his bank account, the refund is usually in the bank within

two weeks after the IRS receives the ELF.

### 3. Who can use ELF and what forms will it accept?

Active duty military members and dependents, civilian employees overseas and their dependents, and retirees are eligible for the Tax Program. There are very few limitations to the forms the ELF system will accept. It will not process IRS tax forms pertaining to foreign income. Simply put, if the title of the form contains the word "foreign," the ELF system will not accept it and the member must file by mail. All tax forms must have Social Security numbers for ALL dependents and spouses. If the dependent or spouse is not eligible for a SS number, an Individual Tax Identification Number must be obtained. The Yokota Tax Program will only process **federal** forms.

### 4. When does the program start?

The Tax Program will be open for business starting 3 Feb 97. By this time we should be moved into Room 105 in the north wing of the

**GOALS:**

We in Civil Law constantly strive to give our customers the best service possible. The following is an evolving list of goals that Civil Law strives to attain:

1. 90% of notification for admin discharge cases processed within 15 days.
2. Reduce the days between incident date and initiation for discharges.
3. Prepare admin discharge booklet for Commanders and First Sergeants.
4. Publish monthly Civil law info sheet.
5. Meeting general suspenses, legal reviews/opinions; Goal - 85%
6. Prepare barment/warning letter within 2 days of receiving report; Goal - 100%
7. Appeals of barment - response within 2 days of receipt; Goal - 100%

We will maintain quality service while reaching these goals.

Headquarters building (Bldg 315). Also by this date, we anticipate receiving all of the necessary federal tax forms and most of the state forms.

5. How does a member go about electronically filing his taxes?

To electronically file a Federal tax form, the taxpayer must complete all forms needed to file and bring those forms to the legal office. All W-2 forms should be included. If the taxpayer wants his refund directly deposited into an account, the taxpayer must bring a canceled check. The legal office will retain the canceled check to verify the account. The taxpayer and spouse, if filing jointly, must return to the legal office in a few days later to sign the Electronic Taxpayer's Declaration Form. Once this form is signed, the tax return will be electronically filed. A refund should be received within 7-10 days, if using direct deposit, 3-4 weeks if not.



DON'T FORGET - WE ARE HERE TO SERVE YOU.  
IF YOU HAVE QUESTIONS, DON'T HESITATE TO CALL!